

HAMPTON VA

July 17, 2015

RE: Addendum #4 RFP 15-21/CLP(Re-bid)
ADA Compliant Signage

Ladies/Gentlemen:

This addendum is being issued to extend the proposal due date to Thursday, July 23rd no later than 1:00PM (EST) and to provide pre-proposal questions and answers. All other requirements remain unchanged. I have attached the non-mandatory pre-bid meeting minutes prepared by Thomas W. Gurley, consultant with Hudson & Associates Architects. Questions from meeting attendees are addressed in the minutes as well.

Additional questions were received by this office via email. They are listed and answered below:

Question: "Is it also necessary to know what size is required for the signs."

Answer: *"The signs must meet ADA and Codes regulations."*

Question: "Is there any additional guidance as to what the replacement signs are to look like as far as type of sign system?"

Answer: *"You submit a sample of your signs with your bid package, and they must meet the above regulations."*

Question: "Do you want room numbers and names on each sign or just room names?"

Answer: *"Just names."*

Question: "Can you provide the "Text and room number" for each sign? For example, on list provided "Door 187 magistrates Toilet" probably requires a standard men's/women's restroom sign instead of reading "Door 187 Magistrates Toilet"?"

Answer: *"Room numbers won't be required , and on the majority of the doors at both sites, there are already signs on the doors. We want the text of the new signage to be the same as they are now, only on ADA compliant sign. The successful bidder will get access to the sites to determine the exact number of signs and the test/pictograms required of each sign."*

Question: "Do any of the signs require "changeable inserts"?"

Answer: *"No. The owner indicated they do not want changeable inserts."*

HAMPTON VA

RFP 15-21/CLP (Rebid)

Addendum #4

Page 2 of 3

Question: "Is any special art or logo required on the signs?"

Answer: *"The owner would like the successful bidder to provide a few options that they can choose from. The City of Hampton logo has changed since the last signage was installed. Incorporation of the logo and colors will be considered, but the primary goal is signage that meets ADA requirements."*

Question: "Have you specified text/background colors?"

Answer: "No"

Question: "Will the sign "style and colors" be the same in both buildings?"

Answer: *"They can be but don't have to be."*

Question: "What is the anticipated lead time from bid selection, to expected completion of job including sign removal and installation, recognizing wall repair (not part of bid) may be required between removal and installation."

Answer: *Project to be completed in 60 calendar days after receipt of Notice to Proceed. Liquidated damages \$300.00 per day.*

Question: If wall repair is required after removal do you want the old sign temporarily taped to the wall nearby during repair, or do you want a temporary cardstock sign printed "Sorry for the Inconvenience" with blanks to fill with "magic marker" for Room Number and Title?"

Answer: *"Cardstock or temporary sign will work."*

Question: "Will we need a special pass or clearance to access building and to bring in tools?"

Answer: *"Passes will be issued to the successful bidder."*

Question: "In addition to ADA do the signs need to be ICC compliant?"

Answer: "Yes"

Question: "Our existing insurance coverage exceeds all requirements specified in the bid except Umbrella which currently is \$1,000,000. Is \$2,000,000 Umbrella coverage required for this bid?"

Answer: *City of Hampton Risk Manager consulted. He requested what limits would be provided in vendor's policy. Vendor provided their insurance certificate. Risk Manager responded he did not see a need for an endorsement because of the type of service being provided.*

HAMPTON VA

RFP 15-21/CLP (Re-bid)

Addendum #4

Page 3 of 3

Question: "Since existing signage is tape and silicone mount, is it acceptable to install new signage in the same way using VHB (very high bond) tape and silicone?"

Answer: Yes.

Question: "Will a Fidelity Bond be required for this particular project?"

Answer: "No"

Question: Sign material and size is not specified in the RFP. Are these details available?

Answer: The existing sign material is an acrylic with decro metal.

Question: Type of printing is also not mentioned, although lettering style and color is indicated to be "determined upon award of bid." Being ADA compliant, will the signs require braille under the printed matter for each sign?

Answer: Please refer to the ADA guidelines for signage.

Bidders must take due notice and be governed accordingly. All addenda must be acknowledged as indicated in your formal bid response or your bid may not be considered.

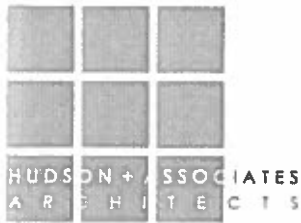
Sincerely,

FOR CITY OF HAMPTON

Carla L. Potter

Carla L. Potter
Senior Buyer

Attachment: Meetings Minutes prepared by Hudson + Associates Architects



Richard S. Corner, AIA, Senior Partner
Keith Mushenski, AIAA, Partner

C. Craig Hudson, AIA, Senior Partner Emeritus

MEETING MINUTES

Date: July 8, 2015
By: Thomas W. Gurley
Project Name: Hampton General District Court & Hampton City Hall ADA Signage
Project No.: 1423/1424
Re: Pre-Bid Meeting Minutes

Hampton General District Court/Hampton City Hall ADA Signage Pre-Bid Meeting

The purpose of this meeting was to review bidding requirements, review the project scope, examine the building site and take questions from those in attendance. The following items were noted:

Ms. Potter confirmed that bids are due Tuesday, July 14, 2015 at 1:00 PM in the Hampton Procurement Office, suite 345 of the Rupert Sargent Building at 1 Franklin Street in downtown Hampton. The deadline for questions is Thursday, July 9, 2015 at 3:00 PM.

H+A received the following questions:

Questions from the attendees included:

- Q. Will signage with room numbers and removable inserts with the room name be an acceptable alternative?
 - A. No. The owner stated that all signage should be specific to the room name that is currently assigned at the door or directional sign.
- Q. Will the contractor be responsible for repairing any damage to doors, paint or wallpaper during the removal of signs?
 - A. No. The owner stated that the Facilities Department will take care of any touch ups necessary from the removal of the signs.
- Q. Will signage in the stairwells require compliance with International Code Council requirements?
 - A. Yes. H+A stated that this item will be covered by an addendum.
- Q. Will the new signage be required to match the current logos and patterns of the current building signage?
 - A. No. The owner stated that they expect the selected contractor to provide color and design options for their selection. H+A stated that the current "H" logo present at Hampton City Hall signage is not the current logo.

MEETING NOTES

July 8, 2015

Page 2 of 2

Q. Will building plans be provided to coordinate the locations of the signage?

A. No. The chart provided for each building should be used to determine the number and quantity of signage. If there are any signs missed by the survey, bring it to the attention of the owner and a decision will be made on a case by case basis.

Q. What will be the time frame be for completion of the work?

A.

Q. Will tactile signage be required at the building directory in the lobby and at directories at each elevator lobby at floors 3 thru 9?

A. No. There is an exception in the ADA for the exemption of tactile signage at building directories.

The foregoing is Hudson + Associates Architects' record of this meeting.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Thomas W. Gurley". The signature is fluid and cursive, with the first name "Thomas" being more prominent than the last name "Gurley".

Thomas W. Gurley